

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM®

Job Reference No.: JV810

Company Name: Juice Palace Refreshments

Company Type: Private



Job Position/Title:	Human Resource	Academic Major:	Human Resource
Salary Range:	3,000-6,000 AED	Years of Experience:	Fresh Graduate Or 1 Year Experience
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	Any Nationality	Gender:	Both
Job Description:	• working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures; • recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates; • developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management; • preparing staff handbooks; • advising on pay and other remuneration issues, including promotion and benefits. • undertaking regular salary reviews; • interpreting and advising on employment law; • developing with line managers HR planning strategies which consider immediate and long-term staff requirements; • planning, and sometimes delivering, training - including inductions for new staff; • Analyzing training needs in conjunction with departmental managers.		
Minimum Qualifications:	• Bachelor Degree. • GPA higher than 3.0 • Excellent English and Arabic		
No. of Positions Required:	1		
Job Close Date:	December 2015		

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

To Apply, UAEU Graduates/Alumni should send their CVs to:

HR@juicepalaceuae.com

